

**PAC MEMBERS PRESENT**

Will Schroder, proxy for Attorney General  
Rob Sanders, Commonwealth's Attorney, 16<sup>th</sup> Judicial Circuit  
Jackie Steele, Commonwealth's Attorney, 27<sup>th</sup> Judicial Circuit  
Courtney Baxter, Commonwealth's Attorney, 12<sup>th</sup> Judicial Circuit  
Carrie Ovey-Wiggins, Commonwealth's Attorney, 56<sup>th</sup> Judicial Circuit  
Brian Wright, Commonwealth's Attorney, 29<sup>th</sup> Judicial Circuit  
Martin Hatfield, Pulaski County Attorney  
John Estill, Mason County Attorney  
Jenny Oldham, Hardin County Attorney  
Joe Ross, Logan County Attorney  
Stacy Tapke, Kenton County Attorney  
Lisa Foley, Citizen member  
Margaret Daniel, Citizen member

**PAC/OAG STAFF PRESENT**

Bobby Stokes  
Gina Carey  
Susan Blake  
Julie Cox  
Sheila Kratzer  
Lindsay James  
Penny Quatman  
Jenny True Reed  
Harry Rothgerber  
Kathy Phillips  
Alyssa Logan  
Samantha Bracco

**GUESTS PRESENT**

Louis Kelly, Commonwealth's Attorney, 54<sup>th</sup> Judicial Circuit  
David Dalton, Commonwealth's Attorney, 28<sup>th</sup> Judicial Circuit  
Gerina Whethers, Commonwealth's Attorney, 30<sup>th</sup> Judicial Circuit  
Kori Bumgarner, Commonwealth's Attorney, 8<sup>th</sup> Judicial Circuit  
Maureen Leamy, Commonwealth's Attorney, 3<sup>rd</sup> Judicial Circuit  
Corey Thomas, Spencer County Attorney

Gilbert Holland, Knox County Attorney  
Bart Frazer, Crittenden County Attorney  
Angela Evans, Fayette County Attorney  
Karen Young, 30<sup>th</sup> Judicial Circuit  
Morgan Tackett, 22<sup>nd</sup> Judicial Circuit

Pursuant to KRS 15.100(2), Executive Director, Bobby Stokes called the roll. After the roll was called, a quorum was announced, and the meeting was called to order. Bobby Stokes welcomed everyone to the PAC meeting.

### **ADMINISTRATIVE**

Bobby Stokes directed the Council to review the meeting minutes from the March 22<sup>nd</sup>, 2024, PAC meeting for approval, Margaret Daniel made a motion to approve the March 22<sup>nd</sup>, 2024, minutes, the motion was seconded by Martin Hatfield, and passed by voice vote.

### **TRAINING UPDATE**

Susan Blake reported the Jury Selection Course is full of both County and Commonwealth's attendees and will occur in early May in Lexington. She and Matt Moye met with the hotel yesterday and the course is ready. Gerina Whethers, Kimberly Baird, and herself attended the Leadership Challenge Course in South Carolina this month and found it valuable and a great tool to encourage retention for prosecutors and staff. PAC plans to gauge interest in providing the course in Kentucky. The developers of the course have revised a leadership course for executives and tailored it to prosecutor's offices. It is a two (2) day course, and the course was valuable for all three of the Kentucky attendees. A survey will be sent out to determine interest in the course. PAC is considering adding additional information about it at the basic training in December as well as a lecture on "stay interviews" vs. "exit interviews", which other prosecutor's offices have found beneficial. The training branch has recorded two (2) additional video topics for the mandatory training library. Elder Abuse by Cliff Bryant from Adult Protective Services and Child Sexual Abuse by Tom Lockridge and Rewa Zakharia. Once video editing is complete, the videos will be made available for on demand CLE on the PAC intranet. Susan Blake explained the planning for the 2024 Kentucky Prosecutor's Conference is ongoing with booking speakers and working with the Galt House. She noted Matthew Moye was at the Galt House today observing the

setup of another conference and how to best utilize the space. She has a draft schedule in the works.

### **RESOURCE PROSECUTOR UPDATE**

Susan Blake reported for Tom Lockridge who was unable to attend the PAC meeting today. She explained Tom Lockridge is assisting with the Jury Selection Course taking place in May as a faculty member and speaker. Tom Lockridge and Rewa Zakharia were filmed for the Child Sexual Abuse training video for the mandatory training library. He continues to provide resources for prosecutors and field inquiries for issues arising with violent crimes.

Jenny True Reed, the Traffic Safety Resource Prosecutor, reported the Lethal Weapon Training will place May 21<sup>st</sup>-23<sup>rd</sup> in Louisville and a few spots are still available. The Cops in Court training is scheduled in Madisonville Kentucky for several Western Kentucky agencies as well as two trainings scheduled in June in Danville and Pendleton County. Law Enforcement Phlebotomy Training will take place in July. The Kentucky Office of Highway Safety has purchased oral fluid devices and are looking for several County Attorney's offices interested in participating in the beta program. She reported they'd prefer participants that have experienced a high number of drug DUI's or have active DRE's in their jurisdiction. She encouraged anyone interested in participated to reach out to her.

Kathy Phillips, the Domestic Violence Resource Prosecutor, reported she'll present at a conference on strangulation this week in Paducah Kentucky. She also plans to attend a training on Danger Assessments while in Paducah. She will attend the Cops in Court training in Madisonville to assist Jenny True Reed. She will participate as faculty at the Jury Selection Course. Kathy Phillips explained she's working with Commonwealth's and County Attorney's offices as well as Oasis Shelter in Henderson County to prepare a one (1) day Domestic Violence summit, set to take place in October 2024. She noted the summit will be open to surrounding counties. She reported she continues to work with prosecutors across the state on domestic violence cases and issues.

### **PAC STAFF PAYROLL CERTIFICATIONS**

Bobby Stokes Directed the Council to review the March 31<sup>st</sup>, 2024, and April 15<sup>th</sup>, 2024, PAC/UPS payroll certifications in the folders provided for approval. Stacy Tapke made a

motion to approve the March 31<sup>st</sup>, 2024, and April 15<sup>th</sup>, 2024, PAC/UPS staff payroll certifications, the motion was seconded by Rob Sanders, and passed by voice vote.

### **CASE MANAGEMENT PROJECT**

Alyssa Logan directed the Council to the handout in the folder provided which outlines the new case management Request for Proposal (RFP) process timeline. She reported the case management RFP committee has met several times and noted there are currently 187 technical and functional requests with one item being non-negotiable. Alyssa Logan requested the Council's approval of the case management timeline and approval to submit the RFP to the Finance Cabinet. Stacy Tapke made a motion to approve the new case management RFP timeline and submit the final draft of the RFP approved by the RFP committee, the motion was seconded by Jenny Oldham, and passed by voice vote.

### **PAC ROCKET DOCKET GRANT APPLICATION CYCLE**

Gina Carey proposed moving the Rocket Docket application process to the August PAC meeting to accommodate other pressing projects since no additional funds were received to expand the program in the Executive Budget bill for the next biennium. She explained she'll provide an update regarding the Rocket Docket programs at the May PAC meeting and if any action needs to be taken with current programs. She requested approval from the Council to continue with the current Rocket Docket programs at the same funding levels through the first quarter of FY25. Joe Ross made a motion to postpone the Rocket Docket application process until the October PAC meeting and to continue programs that are currently in place, the motion was seconded by Rob Sanders, and passed by voice vote.

### **BUDGET**

Gina Carey reported the new eMars financial system is in place and was a smooth transition for PAC staff with no delays in payment processing.

### **FISCAL 2024 UPDATE**

Gina Carey reported that the County Attorneys still haven't used a considerable amount of their operating budgets and the Commonwealth's Attorney's offices are utilizing their operating budget as budgeted She noted that replacement networking hardware had

been ordered for the Commonwealth's Attorney's offices. She reported that in the coming months of FY25, the PAC IT staff will visit most Commonwealth's Attorney's offices to replace the network hardware and servers. She stated that offices with funds remaining in their operating budget will receive an email outlining appropriate uses for operating funds including deadlines for orders. John Estill inquired regarding the possibility of reallocating unused operating funds. Gina Carey explained unused operating funds can be used towards the end of the fiscal year to purchase items offices have requested but may not have the funds to purchase. She reported there are several law books that can be purchased using those funds as well if that's something the Council would like to consider purchasing. Joe Ross made a motion to purchase the Kentucky Rules of Evidence 2024 and the Kentucky Driving Under the Influence Law 2023-2024 book, the motion was seconded by Martin Hatfield, and passed by voice vote.

## **BIENNIEL BUDGET UPDATE**

Gina Carey directed the Council to the handouts located in the folders provided which provides a comparison of what was requested and what was funded for Commonwealth's and County Attorney's budget requests. She reported the total additional budget request for fiscal year 2025 for the Commonwealth's Attorney's was \$21,435,000 and the funding granted was \$6,784,000 in additional funds. The amount requested for the County Attorneys was \$27,946,300 and the funding granted was \$13,336,000. She explained the additional budgets requests that were funded were:

- The Salary Compensation and Classification plans for both Commonwealth's and County Attorneys. She noted that the committees were already approved and formed at a prior meeting and continue to meet to provide recommendations on the allocation of the funding received while honoring the Salary Compensation and Classification plan that was submitted to the Legislature in 2020.
- The additional positions funded in the amount of \$3.5 Million for County Attorneys and \$2.5 Million for Commonwealth's Attorneys. She announced there would be an email to all offices to get their requests in by a deadline for consideration at the May PAC meeting.
- The case management integration was fully funded for both County and Commonwealth's Attorney's offices.
- The PAC administrative staff funding requested was \$2 million dollars in each fiscal year and the funding received was \$250,000 which was well below the

amount needed to address all the new requirements and mandates for the very small division.

## **1. FISCAL YEAR 2025**

Gina Carey directed the Council to the handout located in the folders provided where she presented an overview of the draft of the Commonwealth's and County Attorney's fiscal year 2025 budget. She explained the budgets could not be finalized until the state budget director provides the official KERS retirement rate for FY25. She reported the finalized budget will include a 3% salary increase for all UPS employees including elected officials effective July 1<sup>st</sup>, 2024. She noted the Rocket Docket allocations will remain the same. She reported the additional budget requests must be monitored and reported separately to the Legislature as part of the Executive Budget bill language.

### *County Attorneys*

Gina gave a quick overview of the budget, noting that workers compensation increased and unemployment insurance for County Attorney's offices was minimal. She reported that she budgeted \$75,000 for expert witnesses and that the operating accounts would remain at \$8,000 including the amounts allocated for legal research, law books, and office 365 licenses as well as funding for the Docsushare licenses. She explained when the funding was finalized by the Legislature the vacancies were calculated in which reduced the base budget, therefore, the vacancy assumptions were higher than she would have typically budgeted.

### *Commonwealth's Attorneys*

She reported that similar to the County Attorneys, the Commonwealth's Attorney's staff and elected officials will also receive a 3% salary increase effective July 1<sup>st</sup>, 2024. She explained the number of vacancies budgeted appears higher than usual, however, 2024 is an election year so typically a large turnover is expected. She stated that no changes have been made to the individual offices operating budgets on the current version of the budget, but she plans to review offices expenses with Alyssa Logan to determine if changes need to be made. She noted additional funds were allocated to the Lease category to accommodate anticipated lease increases for some offices up for renewal offices.

## 2. UPS/PAC POSITIONS

Gina Carey reported both Commonwealth's and County Attorney's each received \$125,000 in additional funding to allocate toward PAC staff positions that is paid by the UPS budget. She directed the Council to the handout located in the folders provided which shows all PAC employees currently on the UPS payroll as well as each individual's fiscal year 2025 salary. She proposed funding three (3) positions with the additional funds. The first position she suggested is a Human Resource Director which would open the Human Resources position on the Attorney Generals budget by moving Julie Cox, the current OAG/PAC Human Resource Administrator position, to the UPS/PAC budget as the Human Resource Director position at a salary of \$85,860. She explained with the OAG/PAC Executive Advisor position is still vacant and those job duties still need to be addressed. She proposed adding a quarter time position to assist with special projects and Madeline Wise, has agreed to return as a quarter time employee to assist at a salary of \$40,000 annually. The final position she proposed is an IT position located in Central Kentucky to help deploy servers, answer calls, and networking. The total funding for all three (3) positions is \$271,000. John Estill made a motion to approve the funding for the three (3) additional positions at \$271,000 and hiring Julie Cox as the OAG/PAC Human Resource Administrator position with stated salary and delegate the authority to the Executive Director, Bobby Stokes, to fill the additional positions, the motion was seconded by Jackie Steele, and passed by voice vote. Gina Carey requested a motion to approve Joshua Hatfield's 5% salary increase with his six-month probationary period coming to an end. Stacy Tapke made a motion to approve Joshua Hatfield's 5% salary increase, the motion was seconded by Jackie Steele, and passed by voice vote.

## UPS UNFUNDED VACANCIES

Gina Carey directed the Council to the handouts located in the folders provided which outlines positions in the Commonwealth's and County Attorney's offices without funding for a significant period of time. She stated that she contacted each office about the unfunded positions to see if they would be willing to allow them to be abolished since they did not have funds to fill them. The handout represents those offices that approved those positions for abolishment. She requested a motion to abolish Commonwealth's

and County Attorney's positions as needed. Jenny Oldham made a motion to approve abolishing Commonwealth's and County Attorney's offices positions as needed, the motion was seconded by Jackie Steele, and passed by voice vote.

## **LEASES**

### **28<sup>TH</sup> JUDICIAL CIRCUIT**

Bobby Stokes reported the 28<sup>th</sup> Judicial Circuit contacted Real Properties for a quote to paint their current office. Real Properties explained the annual lease amount would increase to paint the office. He noted the 28<sup>th</sup> Judicial Circuit declined repainting the office to prevent a lease rate increase.

## **PERSONNEL REQUESTS**

### **A. NO ADDITIONAL FUNDS**

1. Shane Young, Commonwealth's Attorney 9<sup>th</sup> Judicial Circuit, requested approval to establish a temporary quarter-time Law Clerk position and a quarter-time District Secretary position with no additional funds, to be paid with asset forfeiture funds effective June 1, 2024, through August 31, 2024.
2. Kimberly Henderson Baird, Commonwealth's Attorney 22<sup>nd</sup> Judicial Circuit, requested approval to reallocate a full-time Assistant Commonwealths Attorney position to a full-time Law Clerk and to revert back to original position upon passing of the Bar exam with no additional funds effective May 1, 2024.
3. Tony Skeans, Commonwealth's Attorney 24<sup>th</sup> Judicial Circuit, requested approval to establish a temporary quarter-time Law Clerk position with no additional funds, to be paid with asset forfeiture funds effective June 1, 2024 through August 31, 2024.
4. Gerina Whethers, Commonwealth's Attorney 30<sup>th</sup> Judicial Circuit, requested approval to reallocate a part-time District Secretary position to a part-time Assistant Commonwealth's Attorney position with no additional funds effective May 1, 2024.



5. Rhonda Copley, Commonwealth's Attorney 32<sup>nd</sup> Judicial Circuit, requested approval to establish two (2) temporary quarter-time Secretary positions with no additional funds, to be paid with asset forfeiture funds effective June 1, 2024 through July 31, 2024.
6. Dennis Foust, Commonwealth's Attorney 42<sup>nd</sup> Judicial Circuit, requested approval to establish a temporary quarter-time Law Clerk position with no additional funds, to be paid with asset forfeiture funds effective May 16, 2024, through July 31, 2024.
7. Louis Kelly, Commonwealth's Attorney 54<sup>th</sup> Judicial Circuit, requested approval to establish three (3) temporary quarter-time Law Clerk positions with no additional funds, to be paid with asset forfeiture funds effective May 16, 2024 through August 15, 2024, and further requested to establish a temporary quarter-time District Secretary position with no additional funds, to be paid with asset forfeiture funds effective May 16, 2024 through August 31, 2024.

Rob Sanders made a motion to approve no additional funds request A 1-7, the motion was seconded by Jackie Steele, and passed by voice vote.

8. John Estill, Mason County Attorney, requested approval to establish a quarter-time Paralegal position at \$7,500 annually and allowing PAC to administer the position with local funds and further requested to reallocate a full-time Secretary position to a full-time Paralegal position effective May 1, 2024.

John Estill recused himself from participating in no additional funds request A-8.

9. Jeffrey Traughber, Todd County Attorney, requested approval to reallocate a part-time Assistant County Attorney position to a part-time Law Clerk position and to revert back to original position upon passing of the Bar exam with no additional funds effective May 1, 2024.

Jenny Oldham made a motion to approve no additional funds request A 8-9, the motion was seconded Stacy Tapke, and passed by voice vote.

10. Gilbert Holland, Knox County Attorney, requested approval to hire his spouse as a part-time legal secretary at an annual salary of \$23,000 annually.

Joe Ross made a motion to approve no additional funds request A-10, the motion was seconded by John Estill, and passed by voice vote.

## **B. ADDITIONAL FUNDS REQUIRED**

1. David Dalton, Commonwealth's Attorney 28<sup>th</sup> Judicial Circuit, requested approval to establish a full-time Victim Advocate position with additional funding for salary effective July 16, 2024.
2. Blake Chambers, Commonwealth's Attorney 38<sup>th</sup> Judicial Circuit, requested approval to establish a full-time Assistant Commonwealth's Attorney position with additional funding for salary effective May 1, 2024.
3. Herb McKee, Commonwealth's Attorney 51<sup>st</sup> Judicial Circuit, requested approval to reallocate a quarter-time District Secretary position to a quarter-time Assistant Commonwealth's Attorney position and additional funding for salary retroactive to April 1, 2024.
4. Hart Megibben, Commonwealth's Attorney 53<sup>rd</sup> Judicial Circuit, requested approval to establish a full-time Assistant Commonwealth's Attorney position with additional funding for salary effective May 1, 2024.

Jackie Steele made a motion to table additional funds request B 1-4, the motion was seconded by Courtney Baxter, and passed by voice vote.

5. Robert Wiedo, Anderson County Attorney, requested approval to establish a quarter-time Law Clerk position with additional funding for salary effective May 1, 2024.
6. John Lewis, Elliott County Attorney, requested approval to establish a part-time Legal Secretary position and a full-time Victim Advocate position with additional funding for salary effective May 1, 2024.

7. Chris Whitworth, Garrard County Attorney, requested additional funding to support salaries of a full-time Assistant County Attorney position, full-time Paralegal position, full-time Legal Secretary position and a part-time Secretary position effective May 1, 2024.
8. Cade Foster, McCracken County Attorney, requested approval to establish a full-time Assistant County Attorney position and a full-time Secretary position and a full-time County detective position with additional funding for salaries effective May 1, 2024.
9. Corey Thomas, Spencer County Attorney, requested approval to establish a part-time Law Clerk position with additional funding for salary effective May 1, 2024.

Joe Ross made a motion to table additional funds request B 5-9 until the May 17<sup>th</sup>, 2024 PAC meeting, the motion was seconded by Martin Hatfield, and passed by voice vote.

Rob Sanders made a motion to establish a permanent special prosecution position in the new budget for the Commonwealth's Attorney's office, 9<sup>th</sup> Judicial Circuit, the motion was seconded by Jackie Steele, and passed by voice vote.

Gina Carey requested a motion to establish three (3) new positions to the UPS/PAC staff effective May 1<sup>st</sup>, 2024. Brian Wright made a motion to approve establishing three (3) new PAC/UPS positions effective May 1<sup>st</sup>, 2024, the motion was seconded by Rob Sanders, and passed by voice vote.

## **ADJOURN**

Bobby Stokes announced Scott Blair's resignation as Commonwealth's Attorney in the 33<sup>rd</sup> Judicial Circuit, and thanked Jackie Steele for stepping in to assist his office.

Jackie Steele made a motion to adjourn at 10:54 PM EST, the motion was seconded by Will Schroder, and passed by voice vote.